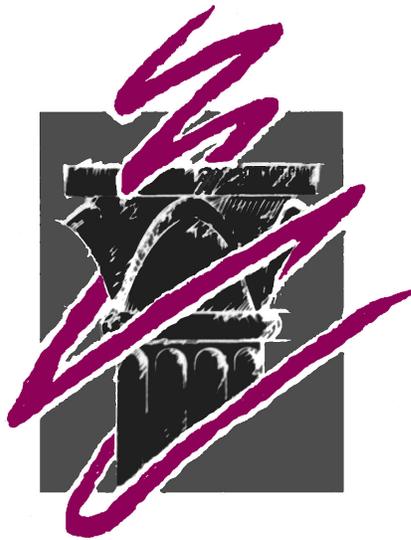


# **City of Sultan**

## **Facilities Assessment Study**

September 11, 2009



**The Driftmier Architects, P.S.**

# City of Sultan Facilities Assessment Study

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**The  
Driftmier  
Architects, P.S.**

September 11, 2009

City Council  
City of Sultan  
Ms. Deborah Knight, City Administrator  
319 Main Street, Suite 200  
Sultan, WA 98294

Re: City of Sultan  
Facility Condition Assessment and Improvement Plan

Dear Ms. Knight and Council Members:

With the City of Sultan approximately a century and a quarter old, it has collected a number of buildings and facilities that are part of the city assets, but also part of the city responsibilities. To aid in maintaining and upgrading those facilities, you requested that The Driftmier Architects observe and evaluate the buildings related to their condition and needed repairs or maintenance. This is the report stemming from that observation.

Together with Interface Engineers, representatives of The Driftmier Architects completed walk-through inspections on July 24, 2009 and August 20, 2009. During these visits, visual observation was undertaken but no destructive inspection was done. And, no special inspections by third parties were undertaken. Following the observations, review of utility bills for the last three years was completed.

Within this report you will find that we are recommending immediate work related to life safety, code and welfare issues and noting significant repair and maintenance issues that should be addressed within the next year. We also note important repair and maintenance issues that should be addressed within two years and necessary repairs and maintenance that need to be addressed in the next five years. We note ongoing maintenance issues that should be put on a schedule and kept up to date. You will find an assessment of each system for each building condensed into the Facilities Analysis Matrix attached to this report.

The buildings included in the report are the City Hall, Visitor's Center, Post Office, Police Station, Public Works Shop, Boys & Girls 2-Story Building, Boys & Girls 1-Story Building, and the Food Bank.

There are several issues that are identified as work related to life safety issues. The single largest item is likely a recommendation for an asbestos and hazardous materials study and abatement, as required. We think there is asbestos in all the buildings we

7983  
Leary  
Way NE  
Redmond,  
Washington  
98052  
(425)  
881-7506  
Fax  
(425)  
881-7306  
mail@driftmier.com

observed except the City Hall, Police Station and Visitor's Center. Those three buildings, along with the Post Office, are worth significant investment as necessary. Fortunately, only the Post Office building needs serious work.

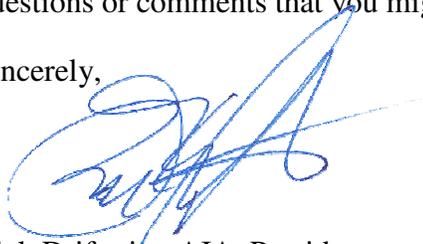
The other buildings are of less value and investment in them should be tempered with the knowledge that they are nearing the end of their useful service life. However, some of the issues identified will need to be addressed immediately if you are to continue the use of these buildings.

The findings and conditions observed are summarized in the main body of the report labeled existing building evaluations. Following that is a maintenance and capital improvement plan outlining the improvements and priorities that are needed to address the issues and shortcomings observed. You will also find report exhibits attached as well as a matrix for each building outlining the maintenance, repair, improvement and life safety critical issues observed for that facility.

The costs included are general budgeting numbers and no formal cost estimate has been done. These are intended to provide an order of magnitude index indicating the general scale of the work in cost terms. With the current world economic climate, construction costs have been falling for the first time in the last 50 years. Now is a very good time to undertake maintenance, repair and construction projects if the budget is available. However, the same climate makes it very difficult to judge in advance the cost of such work.

Please review the report and the recommendations included. Contact us with any questions or comments that you might have.

Sincerely,



Rick Driftmjer, AIA, President  
The Driftmjer Architects, P.S.

**EXHIBIT # 1**  
**FACILITY ANALYSIS MATRIX**

**City of Sultan**  
**Facility Assessment Study**  
**Date: July 2009**

	Site				Exterior Bldg					Interior Bldg.					Mechanical				Electrical				Energy & Water (6)			Occupancy						
	Landscape	Parking Lot	Drives/Access	Walk Areas	Foundation	Wall Covering	Doors	Windows	Roof	Floors	Walls	Ceiling	Toilet Rm.	Doors	Existing/Stairs	HVAC	Plumbing	Fire Sprinkler	Controls	Power	Lighting	Fire Alarm	Security	Comm	Envelope	Energy EUI(1)	Fixtures	Water WUI(2)	Area (sq ft)	People (Qty)	Days	Hours
<b>City Hall</b>	1	3	3	1	1	4	2	2	4	2	3	1	1	1	5	2	1	0	1	1	4	1	1	1	1	62	1	(5)	12,044	30	M-F	8 am - 5 pm
<b>Library</b>	1	3	3	1	1	4	2	2	4	1	1	1	1	1	4	2	1	0	1	1	4	1	1	1	1		1					
<b>Council Chamber</b>	1	3	3	1	1	4	2	3	4	2	4	1	1	1	1	2	1	0	1	1	4	1	1	1	1		1					
<b>Visitor Center</b>	1	3	2	1	1	1	1	1	2	1	1	1	1	1	1	1	1	0	1	3	1	0	1	1	2	81	1	(5)	1,736	5	M-F	8 am - 5 pm
<b>Post Office</b>	4	4	2	1	1	3	4	4	4	3	4	5	4	1	3	4	3	0	2	5	4	1	1	1	2	20 (3)	2	(5)	8,220	10	Tue (Museum)	11am - 2 pm?
<b>Museum</b>					0	3	5	4	4	5	3	5	3	4	5																	
<b>Police Station</b>	4	4	4	5	1	1	1	5	1	2	2	4	1	1	1	2	1	0	1	1	1	1	1	1	2	129	1	(5)	2,445	8	M-F	24-hrs
<b>Public Works Shop</b>	4	5	5	5	1	2	4	4	4	2	3	2	4	4	5	2	3	0	5	5	4	4	1	2	5	52 (4)	2	(5)	2,958	2	Tue	8 am - 5 pm
<b>Boys &amp; Girls 2 story</b>	3	4	4	4	1	2	5	2	1	5	2	2	4	3	5	2	4 (7)	0	2	3	4	4	1	2	2	46 (4)	2	(5)	5,460	15	M-F	8 am - 5 pm (9)
<b>Public Works</b>	3	4	4	4	0	2	5	2	1	3	2	2	4	3	5																	
<b>Boys &amp; Girls 1 story</b>	3	4	4	5	4	5	5	1	4	4	4	4	4	2	5	1	2	0	1	4	4	4	1	2	2	18 (4),(8)	1	(5)	1,200	12	M-F	8 am - 5 pm
<b>Food Bank</b>		4	4	2	1	4	4	5	5	3	4	4	5	4	4	4	2	0	2	3	4	4	4	2	2	(5)	2	(5)	2,944	15	M-F	8 am - 5 pm
<b>Record Storage</b>		4	4	2	0	4	4	2	4	4	4	3	5	3	5																	

<b>KEY</b>	
Critical Immediate Need	5 Life safety/code/welfare issues.
Significant	4 Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3 Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2 Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1 On-Going Maintenance Issues
No System	0 Not applicable

**Notes:**

1. EUI = Energy Use Index (kbtu/sq ft-yr)
2. WUI = Water Use Index (gal/sq ft -yr)
3. EUI is for Museum only.
4. EUI is estimated, due to shared electrical meter
5. Utility information not available
6. EUI and WUI based on 2007-2009 utility bill data
7. 4-grade is exclusive of Municipal Office area. B&B portion of building is a 2
8. EUI excludes gas used to heat the building.
9. It is assumed that building operations are reduced further during the school yr.